

HALTON FIELD HOCKEY CLUB

PRIVACY POLICY

The Halton Field Hockey Club (the Club) has created this policy in order to demonstrate its commitment to collecting, using and disclosing personal information responsibly. The principles of this policy have been based on the *Personal Information Protection and Electronic Documents Act* (Canada) (PIPEDA). Although the Club is not generally regulated under PIPEDA, the Club has adopted this policy as a prudent measure to ensure the privacy of personal information.

Personal Information

Personal Information is information about an identifiable individual and includes information relating to personal characteristics (e.g. gender, age, address, phone number), health (e.g. health history, health conditions).

Collection of Personal Information

The Club collects Personal Information from its members, players, coaches, volunteers in order to offer services to its members. This information is collected by the Club's registration system, historical participation records and website activity logs.

The Club may collect the following types of Personal Information:

- contact information (name, date of birth, address, telephone number, email address)
- emergency contact information (name, address, telephone number, email address)
- health information
- information for uniforms (height, weight, sizes)
- field hockey experience
- interests and preferences with respect to member services
- financial information, including credit card information for registration for program, services or goods
- various website activity including IP address and online activity
- screening information, including criminal record check or vulnerable sector screening; and
- as required or permitted by law.

The Club may collect Personal Information from time to time from Field Hockey Ontario to validate registration with that organization.

Use and Disclosure of Personal Information

When a player/member is registered for a program, camp, tournament, other Club event or to purchase products or services, the Club will use your Personal Information to process your order. The Club will send you emails to confirm your registration/order and may need to contact you via phone, mail or email for question regarding your application/registration/order. In addition, you will have the option to sign up to receive email updates about Club events.

The Club also collects Personal Information for the following purposes:

- registration information is used to allow the Club to communicate better with its members (e.g. through newsletters). The information collected during registration enables the Club to give email subscribers current information updates regarding Club activities.
- limited Personal Information is shared with the Club's governing bodies, as required (e.g. Field Hockey Ontario).
- Personal Information is used to organize and select teams for programs and other purposes within the mandate of the Club.
- Personal Information is disclosed to directors of the Club, in addition to coaches, volunteers, tournament organizers (e.g. Field Hockey Ontario) and officials.

The Club will not require an individual to consent to the collection, use or disclosure of Personal Information beyond that required to fulfill the specified purpose and will only share the minimum amount of Personal Information required to fulfill the specific purpose.

Consent

Your provision of Personal Information to the Club means that:

- a) you agree and consent that the Club may collect, use and disclose your Personal Information in accordance with this policy;
- b) you are authorized to provide the Club with your Personal Information;
- c) should you choose not to provide the Club with certain required Personal Information, the Club may not be able to provide certain services.

You have the right to withdraw your consent for the Club to process your Personal Information; however, this may limit the Club's ability to provide certain services.

The Club will obtain your express consent prior to using or disclosing your Personal Information for new purposes.

Confidentiality

The Club may contact you on behalf of external business partners about a particular offering that may be of interest to you. Your Personal Information is not transferred to third parties, other than as set out in this Policy. Your Personal Information will not be sold, rented, loaned or made available in any manner to any third party.

Accessing or Amending Personal Information

You have the right to be informed of the existence, use and disclosure of your Personal Information, to access your Personal Information and to challenge the accuracy and completeness of the Personal Information and have it amended as appropriate.

To obtain access to your Personal Information, you must make a written request. Please describe the Personal Information you are requesting, being as specific as possible. The Club will respond to the request within thirty (30) business days or the Club will notify you of the need for additional information, an extension of time within which to respond, or the reasons why your access is being denied.

The Club encourages you to change, update or amend inaccuracies and make corrections as often as necessary by submitting a request in writing or by calling the Club.

Website Links

The Club's website contains links to other websites. The Club does not screen these links and the Club is not responsible for the privacy practices of such other websites. The Club encourages users to be aware when they leave the Club's website and to read the privacy statements/policies of websites that collect Personal Information.

Contact/Questions

Please contact us with any questions about this policy.